

COMNAVSURFRESFOR INSTRUCTION 3500.2

Subj: DASHBOARD INDICATORS

Ref: (a) COMNAVSURFRESFOR New Orleans LA 161306Z Jan 98

Encl: (1) Dashboard Indicator Forms

1. Purpose. To implement a program to identify, measure and monitor critical Naval Surface Reserve Force support functions.

2. Background. Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) is committed to providing quality service for every Reservist and Full Time Support (FTS) staff member throughout the Force. Reference (a) addresses specific benchmarks for their standards of care and this instruction establishes a method for measuring that accomplishment.

3. Discussion

a. Our mission is to provide trained and ready Sailors to the active component when they need them. Providing the necessary tools, guidance, and support for our Reserve and FTS personnel to perform this tasking is critical. Providing consistently high levels of support in all areas is desired, but may not be achievable due to limited resources.

b. Establishing critical support areas and monitoring accomplishment will provide the chain of command the ability to maintain 'balanced excellence', redistributing available resources to critical areas that are considered below satisfactory levels.

c. The Dashboard Indicator Forms described in enclosure (1) identify those areas considered critical, and the method required to capture and report their measurement. Each Commanding Officer (CO) is responsible for the complete and accurate submission of these reports.

4. Action

a. Echelon VI Unit COs. Unit COs will submit the required information, using format provided by enclosure (1), by the 10th of January, April, July, and October. These reports will be submitted to the unit's Echelon V Naval Reserve Activity Commanding Officer.

b. Echelon V COs. NRA COs will submit information required in enclosure (1) by the 15th of January, April, July, and October to their Echelon IV Commander.

c. Echelon IV Commanders. Readiness Commanders will provide respective information required in enclosure (1) by the 20th of January, April, July, and

October to COMNAVSURFRESFOR N5.

d. Echelon III. COMNAVSURFRESFOR N5 will establish and maintain a web page termed "Dashboard Indicators", and will consolidate force-wide measurement information and update the web page quarterly.

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5. WEB Based Support. The ability to submit required data via Web Page is under development. When fully implemented, it will eliminate the need to forward paper copy.

6. Reports. COMNAVSURFRESFOR report symbol 3500-2J is in effect for 1 year from the issue date of this instruction.

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List B2 (FR9, FR10 only)

DASHBOARD INDICATOR FORMS

Tab A

1. The Dashboard Indicator Forms identify Reserve and Full Time Support staff support areas considered critical, and the method required to capture and report their measurement. The data collected by forms 1 through 6 will provide information on the following three categories:

- a. Advancement Exam.
- b. Mobilization Ready.
- c. FTS Training.

2. Forms

a. Several forms are provided for manual capture and reporting of required data at the different command levels. An Excel format workbook can be found on the COMNAVSURFRESFOR web site. Its use is strongly recommended as the spreadsheets contain formulas for automatically computing formulas using data entered.

b. Forms overview:

(1) Unit Level Data. For use by Unit CO/OIC.

(2) Unit Data Summary. For use by Echelon V Naval Reserve Activity to record summarized Unit Level Data information.

(3) NRA Data. For use by NRAs to record center information.

(4) Required FTS Courses. For use by both NRAs and REDCOMs to capture FTS course requirements.

(5) NRA Data Summary. For use by REDCOM commands to record summarized NRA Level Data information.

(6) Region Data. For use by REDCOMs to record region information.

3. Form forwarding

a. Summary of form submission:

(1) Unit CO/OIC.

(a) Complete and forward Unit Level Data (Form 1) to supporting NRA.

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(2) NRA CO complete and forward to REDCOM:

(a) NRA Data (Form 3), and

(b) Required FTS Courses (Form 4)

(3) REDCOM complete and forward to CNSRF (N5):

(a) (REDCOM) Required FTS Courses (Form 4)

(b) Region Data (Form 6)

4. Form completion. Tab B provides information on filling out Unit Data (form 1), NRA Data (form 3), and REDCOM data (form 6).

a. Summary Data Forms 2 and 5.

(1) NRAs. NRAs will use Form 2 to record summary information from each unit's (form 1) submission. Enter unit RUIC and short name, followed by required information.

(2) REDCOMs. REDCOMs will use Form 5 to record summary information from each NRA (form 3) submission. Enter NRA number (4 digit code) and city location, followed by required information.

(3) Overall summary. An average of summary data can be determined by summing each column and dividing the result by the number of data lines.

b. Required FTS Courses. Form 4, Required FTS Courses, will determine a rough measure of functional training accomplished.

(1) In column (B), enter the number of FTS personnel that actually perform each function, whether as a primary or collateral assignment.

(2) In column (E), enter the number of personnel assigned to that function that have completed the indicated course.

(3) The number of courses required and a ratio will be automatically computed. The total and ratio in columns F and G, on the "total" line, will be manually entered into respective blocks on form 3 for NRAs and form 6 for REDCOMs.

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TAB B

1. Forms 1, 3, and 6 require similar information and will be described in this section. Data entry will only be made in the first two data columns. Data in the last two columns, Ratios, are computed automatically when sufficient data is entered.

a. Command Identification. All forms require identification of the command filling out the form. Unit and NRA activities need to write the NRA code (four digit code that uniquely identifies the Naval Reserve Activity) on the form. On the top row (see figure 1), enter the Fiscal Year (FY) and Date (Qtr).

b. SELRES Personnel Assigned (figure 1). Total assigned is the sum of

figures for Local Assigned, Cross-Assigned Out (CAO), and In-assignment processing (IAP). The Total Assigned figure is used in most of the ratio computations.

(1) Unit COs will fill out assignment data using current RUAD data.

(2) NRAs and REDCOMs will include figures for *all* SELRES under their purview.

	FY__ QTR__		Ratios	
SELRES PERSONNEL ASSIGNED	Officer	Enlisted	Officer	Enlisted
Local Assigned				
Cross-assigned out				
In-assignment processing				
Total assigned:				

Figure 1

c. Mobilization Ratio (figure 2). Unit COs and NRAs will enter applicable data for SELRES personnel under their purview, to include the number of SELRES personnel considered mobilization ready. REDCOMs will consolidate NRA data for entry on REDCOM Data Form 6. Information will include those personnel that comprise the command's respective 'Total Assigned' - Local, CAO, and IAP.

MOBILIZATION RATIO	Officer	Enlisted	Officer	Enlisted
PERS who have current Medical Exam...				
and have completed Accession Level Training ...				
and are Dental Class 1 or 2 ...				
and have Dependent Care Certificate on file.				
RATIO: Total Fully Mob Ready/Total Assigned				

Figure 2

d. PNA (Passed, Not Advanced) Ratio (figure 3). Include personnel who are locally assigned, Cross-Assigned Out (CAO), and In-Assignment Processing (IAP). NRAs and REDCOMs will consolidate data from their subordinate commands.

(1) SELRES Recommended for Promotion. Enter the number of SELRES

currently recommended for promotion on Evaluations.

(2) SELRES Time In Rate (TIR) Eligible. Enter the number of SELRES that were TIR eligible for the last advancement cycle.

(3) SELRES who took Exam. Enter the number of assigned SELRES personnel that actually took the exam.

(4) SELRES Passed Not Advanced (PNA) and Advanced. Enter the number of assigned SELRES personnel that were advanced or PNA the exam for the last advancement cycle.

SELRES PNA RATIOS		Enlisted		Enlisted
SELRES Recommended for Promotion				
SELRES TIR Eligible				
SELRES Took Exam				
SELRES PNA Plus SELRES Advanced				

Figure 3

e. FTS PNA (Passed, Not Advanced) Ratio (figure 4). This section is not applicable for Unit submission. Units with FTS personnel are commissioned, and as such, are not required to report. REDCOMs will consolidate the data for their respective staffs and subordinate NRAs

(1) FTS Recommended for Promotion. Enter the number of assigned FTS currently recommended for promotion on Evaluations.

(2) FTS Time In Rate (TIR) Eligible. Enter the number of FTS that were TIR eligible for the last advancement cycle.

(3) FTS Took Exam. Enter the number of assigned FTS personnel that actually took the exam.

(4) FTS Passed Not Advanced (PNA) and Advanced. Enter the number of assigned FTS personnel that were advanced or PNA after the last advancement cycle exam.

FTS PNA RATIOS	Officer	Enlisted		Enlisted
FTS Recommended for Promotion				
FTS TIR Eligible				
FTS Took Exam				
FTS PNA and Advanced				

Figure 4

f. FTS Training Ratio (figure 5). This section not applicable to units. NRAs and REDCOMS need to complete the FTS Required Courses (form 4) for their own respective staffs in order to complete this section.

(1) Number of FTS billets. Enter the current number of authorized FTS billets.

(2) Number of FTS Assigned to Activity. Enter the current number of FTS personnel assigned to respective staff.

(3) FTS Required School Courses. From form 4, enter the summary total of courses required by respective FTS personnel.

FTS TRAINING RATIO (Use Enclosure data)	Officer	Enlisted	Officer	Enlisted
Number of FTS Billets				
Number of FTS Assigned to Activity				
Total Number Needing Courses (Data from Form 4)				

Figure 5